



NEW WORK ITEM PROPOSAL

Date of presentation	Reference number (to be given by secretariat)
Proposer	ISO/TC /SC N
Secretariat	

A proposal for a new work item (including proposals for amendment or revision of an existing standard) **within the scope of an existing technical committee or subcommittee** shall be submitted to the secretariat of that technical committee or subcommittee with a copy to the Central Secretariat and, in the case of a sub-committee, a copy to the secretariat of the parent technical committee. The proposal will be circulated to the P-members of the technical committee or subcommittee for voting, and to the O-members for information. The proposer may be a member body of ISO, the secretariat itself, another technical committee or subcommittee, an organization in liaison, the Technical Management Board or one of the advisory groups, or the Secretary-General. Guidelines for proposing and justifying a new work item are given in the ISO/IEC Directives (part 1, annex Q) (see extract overleaf).

The proposal (to be completed by the proposer)

Title of proposal (in the case of an amendment or revision, or a new part, of an existing standard, show the standard number)		
Scope (as defined in 6.2.1 of part 3 of the ISO/IEC Directives)		
Purpose and justification (attach a separate page as annex, if necessary)		
Target date (indicate the date by which the availability of the International Standard is considered to be necessary)		
Relevant documents to be considered		
Relationship of project to activities of other international bodies		
Liaison organizations	Need for coordination within ISO and IEC	
Preparatory work <input type="checkbox"/> A draft is attached <input type="checkbox"/> An outline is attached and it will be possible to supply a draft by (date) <input checked="" type="checkbox"/> Proposed project leader (name and address):		
Concerns known patented items (see part 2 of the ISO/IEC Directives) <input type="checkbox"/> yes <input checked="" type="checkbox"/> no If YES, provide full information as annex	Signature of the proposer	
Date of circulation	Closing date for voting	Signature of the TC or SC secretary

Comments with respect to the proposal in general, and recommendation thereon

(Indicate any issues to be brought to the notice of committee members. For instance, refer to any associated vote on form 5 regarding adoption of any attached draft for direct progression to CD or DIS.)

Elements to be clarified when proposing a new work item (new standard)**Title**

Indicate the subject matter of the proposed new standard.

Scope

Give a clear indication of the coverage of the proposed new work item and, if necessary for clarity, exclusions.

Purpose and justification

Give details based on a critical study of the following elements wherever practicable.

- a) The specific aims and reason for the standardization activity, with particular emphasis on the aspects of standardization to be covered, the problems it is expected to solve or the difficulties it is intended to overcome.
- b) The main interests that might benefit from or be affected by the activity, such as industry, consumers, trade, governments, distributors.
- c) Feasibility of the activity: Are there factors that could hinder the successful establishment or general application of the standard?
- d) Timeliness of the standard to be produced: Is the technology reasonably stabilized? If not, how much time is likely to be available before advances in technology may render the proposed standard outdated? Is the proposed standard required as a basis for the future development of the technology in question?
- e) Urgency of the activity, considering the needs of other fields or organizations. Indicate target date and, when a series of standards is proposed, suggest priorities.
- f) The benefits to be gained by the implementation of the proposed standard; alternatively, the loss or disadvantage(s) if no standard is established within a reasonable time. Data such as product volume or value of trade should be included and quantified.
- g) If the standardization activity is, or is likely to be, the subject of regulations or to require the harmonization of existing regulations, this should be indicated.

If a series of new work items is proposed, the purpose and the justification of which is common, a common proposal may be drafted including all elements to be clarified and enumerating the titles and scopes of each individual item.

Relevant documents

List any known relevant documents (such as standards and regulations), regardless of their source. When the proposer considers that an existing well-established document may be acceptable as a standard (with or without amendments) indicate this with appropriate justification and attach a copy to the proposal.

Cooperation and liaison

List relevant organizations or bodies with which cooperation and liaison should exist.

Preparatory work

Indicate whether the proposer or the proposer's organization is prepared to undertake the preparatory work required for the new work item.

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